

CHAPTER 4 — ELIGIBLE EMPLOYEES

400	Employee Eligibility Criteria
401	Determining Initial Insurance Eligibility Date
402	WRS Previous Service Check
403	<i>WRS Previous Service Checks Form (ET-1715)</i>
404	Calendar of Eligibility Dates for New Hires
405	Spouse and Dependent Coverage Eligibility
406	Eligibility for Employees Age 70 and Older
407	Eligibility When a New Plan Is Offered

400 Employee Eligibility Criteria

- A. All employees, including part-time, limited term, substitute teachers, seasonal and non-represented employees, are eligible for and must be offered life insurance coverage provided they:

- Have been covered by the Wisconsin Retirement System (or the employer's qualified private pension plan for non-WRS employers) for six months.

AND

- Are under age 70 on the date that coverage becomes effective (Wis. Stats. §40.02(25)(a) 1).

- B. The following provisions are exceptions to age and/or pension plan participation requirements stated above:

1. The following State employee groups covered under WRS are immediately eligible for Group Life Insurance coverage as long as they apply within 30 days of taking office or starting employment (Wis. Stats. § 40.02 (25)(a)2):

State elected officials;
Employees of a Legislative Service Agency under Wis. Stat. 13.80-13.96;
State constitutional officers;
Justices of the Supreme Court;
Judges in a court of appeals or circuit court;
District attorneys;
Chief Clerk or Sergeant at Arms of the Senate or Assembly;
Employees of the Senate and Assembly.

2. Any visually impaired employee of the nonprofit corporation which is under contract with the Department of Health and Family Services under Wis. Stats. § 47.03 (1m) (a), 1989, is eligible for coverage after six months of WRS participation or on the first day of the month following completion of 1,000 hours of service, whichever is first. (Wis. Stats. § 40.02(25)(a) 3)
3. Employees who are age 70 and above when the employer joins the group life insurance program are not disqualified due to age, (Wis. Stats. § 40.02(25)(a) 4). These employees will receive Basic insurance at no cost at the final reduced amount. (Refer to Subchapter 300.)

Employees may also apply for Age 70 and Over Additional coverage if Additional coverage is offered by the employer, but evidence of insurability is required.

401 Determining Initial Insurance Eligibility Date

Employees are eligible for life insurance coverage after six months of participation in the WRS (or other qualified private pension plan, if the employer does not participate in the WRS) excluding the exceptions listed in Subchapter 400B. An employee can become insured by filing a *Life Insurance Application/Cancellation/Refusal* (ET-2304) with his or her employer within 30 days of the date first becoming eligible for life insurance.

If the application is not received by the employer within 30 days of the employee's initial life insurance eligibility date, the employee must provide evidence of insurability. (See Chapter 7 for more information about Evidence of Insurability.)

- A. The six-month WRS participation requirement may be fulfilled with previous service under any public employer covered under the WRS. The employer must determine if the employee has previous WRS service when the employee is hired. (Refer to Subchapter 402 for assistance.) When determining if the six months of WRS participation has been completed, consider the following:
 1. If the employee began on the first day of a month, add six to that month; if the employee began on the second day of a month or later, add seven to that month. Eligibility to enroll for life insurance begins on the first day of the resulting month. The chart in Subchapter 404 shows the life insurance eligibility dates for each hire date in the year.
 2. If the employee goes **on layoff or unpaid leave of absence during their initial six months of employment**, do not count full months during which the employee was on unpaid leave of absence or layoff. The life insurance eligibility date is postponed one month for each full month during which the employee did not work.
 3. If the employee is a **seasonal** employee, regularly scheduled time off counts toward the six-month WRS participation requirement, even if the employee is off work for a full month or more. If the employee is not working at the time the six months are completed, he or she is only eligible to file an application during the first 30 days following the return to work. See Subchapter 509 for more information about seasonal employees.

4. If the employee is hired as a **Limited Term Employee (LTE)**, WRS eligibility may not be expected initially; however, successive consecutive appointments may eventually provide WRS coverage. The LTE must serve six months under WRS, not including periods of leave without pay. Exclude any month in which no hours were worked when counting the six months for life insurance eligibility.
- B. If an employee is rehired after receiving a separation benefit (withdrawal of all funds from the WRS), the employee is treated as a new employee and must complete a new six-month period of WRS service before becoming eligible for coverage.

402 WRS Previous Service Check

As a requirement for applying for life insurance, a previous service check is necessary.

When you hire a new employee and determine that the employee is eligible to participate in the WRS, the employee is also eligible to participate in the life insurance program. ETF provides several methods to help you determine when an employee becomes eligible and must be offered coverage in the Life Insurance Program:

- A. Access to the Previous Service Benefit Inquiry screen on ETF's Extranet site at etfextranet.it.state.wi.us/.

To obtain authorization for access to the WRS Previous Service Benefit Inquiry:

1. Complete a Security Agreement and submit it to ETF for approval.
 2. Receive authorization and an instruction manual entitled *Previous Service and Benefit Inquiry User Manual*, (ET-1733).
 3. Call the Employer Communication Center at (608) 264-7900 with questions.
- B. Complete a *WRS Previous Service Checks* form (ET-1715) (Refer to the form in Subchapter 403 for a copy.) Fax the *Previous Service Checks* (ET-1715) to ETF at (608) 266-5801.
 - C. Call the Employer Communication Center at (608) 264-7900 and request a previous service check.

403 WRS Previous Service Checks Form (ET-1715)

Department of Employee Trust Funds
Division of Employer Services
PO Box 7931 - Madison WI 53707-7931
Fax: (608) 266-5801

WRS PREVIOUS SERVICE CHECKS

To verify previous Wisconsin Retirement System (WRS) service, complete the following information: your name/agency, phone number, fax, EIN, re: employee's name, Social Security Number, birthdate and date sent. Do not write in the ETF Review area, additional comments or completion date.

From: Name/Agency	Phone Number:	Fax:	EIN: 69-036-
Re:	Social Security Number:	Birthdate:	Date Sent:
<p style="text-align: center;">ETF Review</p> <p><input type="checkbox"/> No previous service.</p> <p><input type="checkbox"/> Qualifying state service. ____ months.</p> <p><input type="checkbox"/> Qualifying local service. ____ months.</p> <p><input type="checkbox"/> Took a separation benefit on ____.</p> <p><input type="checkbox"/> Is an annuitant:</p> <p><input type="checkbox"/> WRS Termination date is ____.</p> <p><input type="checkbox"/> Retirement Annuity application received by ETF on ____.</p> <p><input type="checkbox"/> Retirement Annuity effective date is ____.</p>			
Additional Comments:			Completion Date:

Re:	Social Security Number:	Birthdate:	Date Sent:
<p style="text-align: center;">ETF Review</p> <p><input type="checkbox"/> No previous service.</p> <p><input type="checkbox"/> Qualifying state service. ____ months.</p> <p><input type="checkbox"/> Qualifying local service. ____ months.</p> <p><input type="checkbox"/> Took a separation benefit on ____.</p> <p><input type="checkbox"/> Is an annuitant:</p> <p><input type="checkbox"/> WRS Termination date is ____.</p> <p><input type="checkbox"/> Retirement Annuity application received by ETF on ____.</p> <p><input type="checkbox"/> Retirement Annuity effective date is ____.</p>			
Additional Comments:			Completion Date:

Re:	Social Security Number:	Birthdate:	Date Sent:
<p style="text-align: center;">ETF Review</p> <p><input type="checkbox"/> No previous service.</p> <p><input type="checkbox"/> Qualifying state service. ____ months.</p> <p><input type="checkbox"/> Qualifying local service. ____ months.</p> <p><input type="checkbox"/> Took a separation benefit on ____.</p> <p><input type="checkbox"/> Is an annuitant:</p> <p><input type="checkbox"/> WRS Termination date is ____.</p> <p><input type="checkbox"/> Retirement Annuity application received by ETF on ____.</p> <p><input type="checkbox"/> Retirement Annuity effective date is ____.</p>			
Additional Comments:			Completion Date:

404 Calendar of Eligibility Dates for New Hires

The following chart summarizes the insurance eligibility date and application due date for newly eligible employees who must fulfill their six months of service under the WRS or other qualified pension plan. This chart assumes there is no break in service during the first six months.

WRS ELIGIBILITY DATE	LIFE INSURANCE ELIGIBILITY DATE	LIFE INSURANCE APPLICATION DUE DATE
01/01	07/01	07/31
01/02 through 02/01	08/01	08/31
02/02 through 03/01	09/01	10/01
03/02 through 04/01	10/01	10/31
04/02 through 05/01	11/01	12/01
05/02 through 06/01	12/01	12/31
06/02 through 07/01	01/01	01/31
07/02 through 08/01	02/01	03/03
08/02 through 09/01	03/01	03/31
09/02 through 10/01	04/01	05/01
10/02 through 11/01	05/01	05/31
11/02 through 12/01	06/01	07/01
12/02 through 12/31	07/01	07/31

If the application is received by the employer on or before the Life Insurance Eligibility Date, coverage is effective on the Eligibility Date. If the application is received after the Eligibility Date, but by the Application Due Date, coverage is effective on the first of the month following the application received date.

405 Spouse and Dependent Coverage Eligibility

A. Persons eligible to be insured under Spouse and Dependent coverage are:

1. The legal husband or wife of an employee. Eligibility ceases on the date of the final divorce decree.
2. The employee's unmarried child who is dependent on the employee for at least 50% of support and maintenance. Child includes a stepchild, adopted child, child in adoptive placement under Wis. Stats. § 48.837(1), or legal ward. The child must be more than 14 days of age but under the age of 19; however, full-time students over age 19 are eligible until age 25. A child over the age of 19 who is incapable of self-support due to a long-term physical or mental disability which has lasted at least one year and who is dependent on the employee for at least 50% of the prior year's support may continue to be covered.

- B. Eligibility for a dependent child ceases at the earliest of one of the following:
 - 1. The end of the calendar month in which the child marries, or
 - 2. The end of the calendar year in which the child turns age 19, or
 - 3. The end of the calendar year in which the child turns age 25 if a full-time student, or
 - 4. The end of the calendar year in which a child over age 19 ceases to be a full-time student.
- C. An employee is eligible to apply for the Spouse and Dependent coverage (if offered by the employer):
 - 1. Within 30 days after becoming initially eligible for life insurance coverage, or
 - 2. Within 30 days after first having either a spouse or dependent to insure. While Spouse and Dependent coverage is in effect, the addition of other dependents or a change of spouse does not require another application.
- D. Remarriage does not result in a new eligibility period if the employee has dependent child(ren) at the time of remarriage.
- E. An employee may add Spouse and Dependent coverage at any time; however, evidence of insurability must be provided for each person to be covered if coverage was not obtained when the employee was initially eligible. All family members must be approved for coverage before coverage can go into effect. An employee who elected only one unit of Spouse and Dependent coverage when first eligible must provide evidence of insurability to obtain the second unit.
- F. If the employee is on leave at the time first having a spouse or dependent to insure, the application can be submitted to the employer within 30 days of return to active employment.
- G. A husband and wife can insure each other (if both are eligible), plus the same dependents.
- H. An employee cannot carry Spouse and Dependent coverage through more than one participating employer.
- I. If an employee with two employers terminates employment with the employer with whom they have Spouse and Dependent coverage, the employee can pick up coverage with the remaining participating employer by filing an application within 30 days of termination without evidence. On the application indicate in “other specify” coverage is continued from (employer name).
- J. A previously-qualified child, regardless of age or student status, who is incapable of self-support due to a long-term physical or mental disability which has lasted at least one year, and who was dependent on the employee for at least 50% of the prior year's support may again become covered. The employee must file an *Employee Application and Statement of Dependent-Spouse and Dependent Life Insurance* form (ET-2333) with the Department certifying the dependents' status. Eligibility ceases on the date the disability ceases or the date the child marries, whichever is first.

406 Eligibility for Employees Age 70 and Older

- A. Premiums will cease when an active insured employee reaches age 70 (Supplemental, Additional and Spouse and Dependent coverage). Basic coverage will decrease to the final reduced amount and premiums will no longer be paid. (See Subchapter 300 for more information on the basic coverage final reduction amounts.)
- B. An employee who is currently enrolled in the Additional plan may apply for Age 70 and Over Additional coverage. An eligible employee must return a completed application for Age 70 and Over Additional coverage within 30 days before his or her 70th birthday. If the employee is on unpaid leave or layoff during this period, Additional coverage lapses on the 70th birthday. However, the employee may apply without evidence of insurability within 30 days of returning to work.
- C. Employees who reach age 70 or older and who are not already enrolled in Additional coverage may apply through evidence of insurability, even if they do not have Basic coverage, if such coverage is offered by their employer.
- D. Employees who are age 70 or older when hired may apply for Age 70 and Over Additional coverage only by providing evidence of insurability.

407 Eligibility When a New Plan Is Offered

An insured employee who is under age 70 is eligible to apply for any plan (Supplemental, Additional, or Spouse and Dependent) that is newly offered by the local government employer. Employees over age 70 must supply evidence of insurability for the Age 70 and Over Additional plan.

Eligible employees who are on unpaid leave or layoff at the time new coverage is offered will have their eligibility for coverage suspended until they return to work. An application for added coverage must be filed within 30 days of returning to work from unpaid leave or layoff.